POSITION DESCRIPTION

Position Title: Store Coordinator
Organisation Unit: UQ Centre for Clinical Research, Faculty of Medicine
Position Number: 3023575
Type of Employment: Part-time, Continuing (0.8FTE)
Classification: HCE Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possess enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

UQ Centre for Clinical Research

The University of Queensland Centre for Clinical Research (UQCCR) is a $70 million purpose-built facility sponsored by Atlantic Philanthropies, the Queensland Government (Smart State funding) and UQ. The building, completed in early 2008, is located at the Royal Brisbane and Women’s Hospital site at Herston, Brisbane. The RBWH is the largest teaching hospital in Australia and the site also houses a basic medical research institute (QIMR), and a significant Faculty of Medicine presence, including the Schools of Public Health. The UQCCR has capacity for 320 staff with affiliation guided by research strengths, assessed by defined research quality indicators.
UQCCR’s mission is to improve health outcomes for individuals and populations based on rigorous, high quality clinical research. This is achieved by facilitating research and training, influencing patient care, and providing the translational linkages between basic and applied scientific research, the patient, and health outcomes. The current research themes are: Mothers, Babies and Lifelong Health; Infection and Immunity; Brain and Mental Health; and Cancer.

UQCCR is a University-level research Centre reporting to the Research Dean of the Faculty of Medicine. The centre’s postgraduate students are enrolled through partnering Schools.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The purpose of the position is to perform store-related and customer support duties to assist Floor Managers in providing a high level of customer service to UQCCR clients.

Duties

Duties and responsibilities include, but are not limited to:

- Provide quality service in serving clients at the deliveries service counter and in response to client enquiries
- Receive and check deliveries against orders, unpack deliveries and being aware of the nature and type of goods (chemical, biological and general consumables) used by the research staff and implications with respect to safety, storage and handling within the store.
- Manage the UQCCR stores on-line ordering system; filling and dispatching orders as appropriate and placing orders with suppliers to maintain basic stock levels.
- Log the arrival and deletion of chemicals in the UQCCR chemical manifest.
- Ensure fixed asset and portable and attractive asset items are appropriately identified and received.
- Restock shelves in storage and Laboratory areas, as required.
- Securing the Level 2 work and storage areas at the end of each day.
- Supervise the cryogenic storage area and chemical waste areas.
- Induct new staff and students in the safe dispensing and handling of liquid nitrogen and dry ice stored in the cryogenic storage area.
- Provide cover when required for the Scientific Attendant.
- Provide training of the store procedures and policies to core staff.
- Provide access to areas of the building for maintenance and repair contractors in the absence of the Floor Managers.

Finance

- Processing accounts payable (raising orders, forward invoices for payment by UQ finance) in accordance with relevant University policy and procedures.
• Assist in the maintenance of the centres Asset Register.
• Conduct the reconciliation and acquittal of store credit card.
• Assist in the compilation of stock evaluation and stock discrepancy reports on a quarterly basis.

Administration

• Regular liaison with the Faculty IT officer in improving store website design and functionally.
• Maintain accurate records of all transactions, including updating Assets and Chemical Registers.
• Ensure research staff are adequately trained to input chemical details and physical location correctly.
• Provide assistance to the Floor Managers and Finance officer with the stock takes.
• Report any faults/problems to Floor Managers.
• Any other duties as reasonably directed by your supervisor.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Floor Manager, UQCCR.
SELECTION CRITERIA

Essential

- Completion of a diploma or degree in a relevant field or a combination of relevant experience and/or education/training.
- Knowledge of basic store procedure including receipt of goods, stock location systems, issue of stock, basic purchasing and finance processes as well as stocktaking procedures.
- Demonstrated experience in storage and safety requirements for stock items.
- A demonstrated proficiency in computer applications including the Microsoft office suite.
- A high level of accuracy and attention to detail.
- A demonstrated capacity to meet deadlines and to follow tasks through to completion.
- A strong client service orientation; capacity to relate well to and liaise effectively with a wide range of people, including senior academics, students and suppliers.

Desirable

- An understanding of the use of barcodes in stock control and point-of-sales applications.
- Completion of a valid First Aid Certificate.
- Trained in IATA packaging of dangerous goods.
- Experience maintaining an online retailing store and working in a laboratory or scientific environment.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University.

Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a part time position and flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.